

Find a Car – Step By Step Quotation Guide

The first time you log into the system you will be requested to **change your password**.

When you are logged into the site it will recognise you and allow you to see vehicles available in your grade, together with trade down options available

1. Enter the selection process through the **FIND A CAR** option on the tool bar along the top of the screen.

2. There are various different filters available to use to find the vehicle of your choice. Firstly select the vehicle make(s) you wish to view. You can apply the different filters using the check boxes and sliders.

- Fuel Type
- Body Type
- Transmission
- CO2
- P11D
- Trade Down Amount – Slide the bar to adjust the trade down amount from zero “Reimbursement” (do this by moving the bar towards the left. Move the right hand bar to a minimum of -£5.00 to ignore cost neutral selections)

3. Click on **“Show results”** at the bottom of the page.

4. **Select** the model required.

5. Select Specification – Click **“Select”** Button or check the left hand side tick boxes to compare vehicles.

6. Select the **Colour and Interior trim options** (Additional costs on options will affect your BIK contribution).

- Please note when the colour and trim are selected a message will appear to ‘remove the standard/default option’.
- Click remove on the standard option (normally ‘solid paint’).

All standard vehicle equipment is visible when scrolling down the page.

Under the Hanson Car Scheme Rules you are not permitted to add chargeable factory options, if you do so you will see an error message requesting you to remove them.

7. Click **Next** to Finance terms page.

If you have selected a car with a trade down amount (Reimbursement) the **Gross** amount will show next to the P11D Value. **Please remember that you will pay Income Tax and National insurance on this value.**

The Benefit In Kind table gives an indication of the amount you could pay for different tax bands in successive years.

8. Click **Save** to retain the quote (you can save multiple quotes and view the vehicles “side by side” by selecting “my quotes” ticking the boxes of vehicles you want to compare, then selecting “compare quotes”)

9. If you are happy with your quote click **Order**. (**Add required delivery date and location for our information please**)

10. Accept the **Hanson Car Scheme Terms and Conditions** by using the tick box.

11. Click place order.

To view saved quotes go to ‘**My Quote**’ option on the tool bar.

To order a vehicle from your quote library click on the ‘Key Icon’ (order) on the required quote.

Once your order is placed you can use ‘**Track My Order**’ along the top tool bar. This will show you the vehicle order details and updates on your order.

If you require any assistance please contact the Hanson Team @ Pendragon 01332 267325 or email salesupport@pendragon-contracts.co.uk

Office hours are Monday to Friday 8:30am to 5:30pm